



**Date Posted: February 3, 2021**

**Application Deadline: February 22, 2021**

**The Medina County Career Center is accepting applications for the position of:**

**Director of Adult Education**

In the performance of their duties, the Director of Adult and Continuing Education shall administer and supervise the Adult Education Program. Responsibilities include student enrollment and management, curriculum development, course evaluation and scheduling, budget preparation, fiscal management, supervision and staff development, record keeping, marketing, and reporting to funding agencies. The Director serves as a strategic partner in planning and implementing the future vision for continuing education. The Director must be both a hands-on worker and an excellent manager.

**STARTING DATE:** 7/1/2021

**SALARY:** Appropriate placement on the Salary Schedule, which will commensurate with experience and education

**REPORTS TO:** Superintendent or Designee

**BENEFITS:** Hospitalization, dental, vision, prescription, and term life insurance; up to three approved personal days per year; sick leave; tuition reimbursement; professional development opportunities.

**WORK-WEEK/YEAR:** 260 days

**MINIMUM REQUIREMENTS:** Bachelor's Degree. Possess valid and current certification to supervise and direct Adult Education programs as required by the State of Ohio. Experience reading and interpreting technical documentation including forms and reporting procedures. Execute Perkins V initiatives and COE accreditation successfully. Proven experience using a student database information system with success maintaining student records. Oversee the completion of financial duties for Continuing Education. Provide enrollment and income reports to the Superintendent and Board of Education. Responsive to the changing needs and trends of the professional sector. Plan, manage, and prepare marketing materials for the website, social media campaigns, and events to maintain a constant presence in the community. Consistently provide customer service, and implement new customer service strategies while interacting courteously. Proficient user of Microsoft Office applications and Google suite of office tools. Exceptional attention to detail and organizational skills. Able to handle multiple projects at one time and meeting deadlines. Demonstrated ability to problem solve. Professional tact, diplomacy, and presentation with staff and stakeholders with the ability to establish and maintain positive and effective working relationships. Maintains strict confidentiality of privileged information.

**DESIRABLE QUALIFICATIONS:** Master's degree or higher. Possess both teaching and private sector employment experiences. Prior CTE experience.

**APPLICATION:** Application can be found at [www.mcjvs.edu](http://www.mcjvs.edu) (District, Employment).

**FURTHER INFORMATION:** [hr@mcjvs.edu](mailto:hr@mcjvs.edu)

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.